



Facility Rental/Usage Request and Authorization

Posse Grounds Park:		Sunset Park:	Wetlands Preserve:
<input type="checkbox"/> Picnic Ramada # _____	<input type="checkbox"/> Basketball Court	<input type="checkbox"/> Picnic Ramada # _____	<input type="checkbox"/> Picnic Ramada # _____
<input type="checkbox"/> Multi-Use Field	<input type="checkbox"/> Concession Stand	<input type="checkbox"/> Grass Area	
<input type="checkbox"/> Upper Softball Field	<input type="checkbox"/> Sand Volleyball	<input type="checkbox"/> Basketball Court	
<input type="checkbox"/> Lower Softball Field	<input type="checkbox"/> Tennis Courts	<input type="checkbox"/> Tennis Court	
<input type="checkbox"/> Pavilion*	<input type="checkbox"/> Skate Park*		
<input type="checkbox"/> Recreation Room*			
<input type="checkbox"/> Teen Center*			

*Pre inspections are required for certain facilities. Inspections must be scheduled with the Parks & Recreation department. Scheduled inspection date: _____. If you fail to coordinate inspections, it could result in forfeiture of deposit/s.

Date/s Requested: _____ Hour/s: _____

Nature of Activities _____ #of Attendees: _____

Contact Person: _____
(Name of person who can be contacted on the day and at the time of the event)

Contact Telephone Number: _____ Contact Email Address: _____
(This number should be reachable during the hours of the rental)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Non-Profit ID Number, (if applicable): _____

Will there be amplified music or sound? ☐ YES ☐ NO

(Sound should not exceed 60dba as measured from property boundaries or in general park area, per Sedona City Code. If sound regulations are in question, please contact our Code Enforcement Office at (928) 282-1154.)

Staking into City owned property, affixing signs and/or other decorations is not permitted without proper permission. If you need to obtain permission for one or more of these activities please inform the Parks & Recreation dept.

HOLD HARMLESS AGREEMENT

I/we acknowledge that based on the nature of activities and/or event/s may be required to produce liability insurance and/or other documents governing such activities. I further acknowledge that I have been informed that my conduct, activity, event, or function, though held on City property, will not be covered under the City's liability insurance policy, unless harm is caused during "normal park use". I agree to hold harmless the City of Sedona for any and all claims that might arise from the activities performed. I have also been informed of TULIP (Tenant User Liability Policy) as an option for liability insurance. **All rentals must abide by park rules.**

Pavilion: (Renter) hereby represents and warrants that it has obtained any and all necessary licenses, permissions or other authorizations to use copyrighted material in the course of the activity which is the subject of this agreement. (Renter) agrees to indemnify, defend and hold City harmless for and against any claims of any nature brought by the owner or interest holder of any copyright for its unauthorized use in connection with this agreement.

Signature below acknowledges that the authorized representative has received, read and agrees to abide by all terms and conditions associated with this form.

Signature of Authorized Requesting Organization Representative

Date

[Once form is authorized, please maintain a copy for your records, as it may necessary to present to City Officials during the event.]

*All deposits and user fees are payable in advance. If paying by check, please make payable to: **City of Sedona**. Deposits and usage fees are cashed or deposited upon receipt, but if applicable will be refunded within 30 days following an inspection of the facility. Premises must be left and/or returned in the same or better condition than that in which they were found. Refunds will not be released if the facility is not returned in a clean and undamaged condition. Refunds for cancellations and/or inclement weather will be processed minus a 15% administrative processing fee. Cancellation must be received a minimum of 48 hours prior to event date.

Send application to:

Email: ABaxter@SedonaAZ.gov

Fax: (928)-204-7163

Phone: (928)-282-7098

Mailing Address:

City of Sedona

Parks & Recreation Department

102 Roadrunner Road

Sedona, AZ 86336

Physical Address:

City of Sedona

Parks & Recreation Department

525 Posse Grounds Road

Sedona, AZ 86336

FACILITY RENTAL/USAGE REQUEST and AUTHORIZATION

FOR INTEROFFICE USE:

Authorized by (Print Name): _____

Signature: _____

Date: _____

Form forwarded to: ☐ Police Department ☐ Code Enforcement Division ☐ N/A for distribution

Notes:

FOR INTRAOFFICE USE:

Date deposit fees received: _____ Amount of deposit fees: \$ _____

Date usage fees received: _____ Amount of usage fees: \$ _____

Date key deposit received: _____ Amount of deposit fee: \$ _____

Does this request require liability insurance? Yes ☐ No ☐ Does this request require liquor liability insurance? Yes ☐ No ☐

Date proof of insurance(s) was provided: _____ Date facility key was provided/signed out: _____

☐ Added to shared/department calendar

☐ Scanned copy on W: Drive

☐ Sign/s for posting provided to field staff

☐ Proof of TIPS, BASIC Title 4, or comparable certification

☐ Copy of this authorized form provided to end-user via e-mail, fax or mail

☐ Reviewed by Police Department

☐ Added to Facility Rental Revenue and Usage Reports

Authorized signature: _____

If user is renting the Skate Park, Teen Center or Recreation Room, pre and post inspections are required for deposit refund.

Pre Inspection: Date _____ Results _____

Post Inspection: Date _____ Results _____

Date facility key was returned: _____

Date equipment was returned: _____

Date deposit fees were refunded: _____